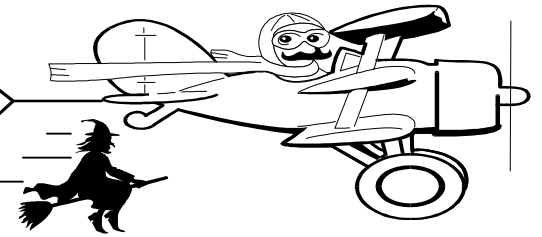


# FINANCE FOOTNOTES

[www.acadweb.wvu.edu/BFA/BusinessServices](http://www.acadweb.wvu.edu/BFA/BusinessServices)



## A Publication of Accounting Services, Business and Financial Affairs

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### How to research a Purchase Order or Invoice Number in FOIDOCH\*

#### Document Type: INV (Invoice)

**Qxxxxx:** Service Reimbursement form

**RVxxxx:** General Refund Voucher

**Vxxxxx:** Travel Expense Voucher

**Ixxxxxxx:** Internal system-assigned invoice number (Begins with I(eye), not 1(one). Wilson Library Acquisitions uses these for all their invoices. These are also used for most utilities (PSE, Cascade Nat'l Gas, etc).

**Sxxxxxxx:** Student Accounts document

**Axxxxxxx:** Bookstore document

**Xxxxxx:** Numbers only (6-digits) are Check Requests

**Txxxxx:** Check Request using Grant Funds.

**Xxxxxxxx:** Up to 8 numbers will be a vendor invoice number (can include alphas). A/P usually doesn't put any dashes or slashes in the numbers. If a vendor invoice number is longer than 8 digits, we count from the right, backwards. (Ex: Vendor Inv # 123456789876543 would be keyed as document number 89876543). If you have a low digit invoice number, i.e. 1234, the chances are good it has been used previously. If that is the case, A/P will key an "A" after the number. If it has been used more than once, the next alpha will be assigned until the number has not be used (ex: 1234E would indicate there were 5 previous times this number had been used; the original number and A-D versions).

#### Document Type: PO (Purchase Order)

**Dxxxxx:** Departmental Order. Also possibly under DP, DT, DA

**Fxxxxx:** Field Order (Purchasing placed order, rather than dept. Also possibly under FP, FT, FA

**Pxxxxx:** Physical Plant (PFO) PO. Also possibly under just "Axxx"(old numbering system). Vendor may reference "9114" after PO number. It is PFO's mail stop and not used as part of the actual PO number.

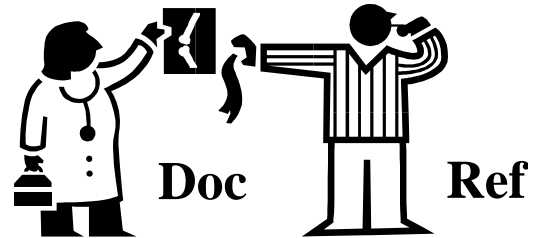
**Nxxxxx:** Open order (Purchasing placed). Also possibly under NP, NT, NA.

**Bxxxxx:** Blanket order (Purchasing placed). Also possibly under BP, BT, BA.

**F166xxx, F180xxx and F181xxx** are Capital orders Purchasing has placed.

**PWCC:** Public Works (Capital) POs placed by Contract Administration. Only used by Contract Admin, A/P, Capital and associated Facilities/Design personnel.

\* Document History Form *Questions? Brenda Campbell X/2220*

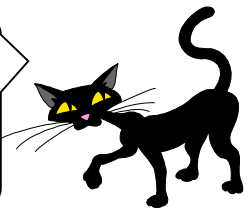


### A Word about "Doc Refs" and Capitalizable Equipment JVs

When capitalizable equipment is purchased, it is tagged and added to our equipment inventory. The Equipment Inventory Department reviews all purchases that run through account codes E400 through E419. They issue WWU State tags and reconcile the equipment inventory with the Banner Finance purchases. When you move or make a change to an equipment purchase transaction using a journal voucher, Equipment Inventory has no way to match that JV with the equipment purchase unless you put the original equipment purchase order number in the document reference field on the JV. Please include the purchase order number in the document reference field whenever you do a JV that touches account codes E400 - E419. Your cooperation is greatly appreciated. If you have any questions, please call Jack Herring at X/3566.

Please remember that **JVs** are **DUE** in Accounting Services by the **22nd** of each month to ensure they will be posted to the current month. Accounting Services will continue to accept and key JVs received after the 22nd on a "Time Available" basis and process as many as possible prior to monthly closing. Thank you!

To hear Midnight Louie's personal Halloween Greeting, please visit the Finance Footnotes website at [www.acadweb.wvu.edu/BFA/BusinessServices/FinanceFootnotes.htm](http://www.acadweb.wvu.edu/BFA/BusinessServices/FinanceFootnotes.htm)



#### Topics This Issue

1. PO, Inv in FOIDOCH
1. Equipment JVs
1. JV Deadline
2. Questions and Answers
2. **October 26<sup>th</sup> OPEN HOUSE**





## Questions and Answers

**Question:** How often does Accounts Payable (A/P) send out checks to vendors?

**Answer:** A/P runs checks on Tuesdays, and again on Fridays, along with Foundation checks. In an average week, A/P processes on the order of one thousand checks.

### **A Request from Accounts Payable**

When requesting reimbursement for purchases using the Services/Reimbursement form, it would be extremely helpful if you could forward your adding machine tapes to A/P along with the receipts. Try to keep the receipts in the same order as the tape. Accounts Payable must match the total amount for which you are requesting reimbursement against the receipts you provide. When there are many receipts attached to the form, and especially when some of them are not for the full amount shown on the receipt (partial payment), it is very difficult to arrive at the same total you did! But if you attach your adding machine tape, keep the receipts in the same order, and highlight, on the receipts, the items for which you want reimbursement, we should be able to tie to your total. We won't have to call you for clarification and will be able to process your payment quickly.

On the *Purchase Form*, in Section III under Vendor(s) or Check Payee, please always include a phone number for the vendor. On many occasions, it is necessary to call the vendor (ex. for a Tax Identification Number) so A/P really needs the vendor's phone number. Thank You!!

### Notes from Central Stores

Central Stores has some discontinued stock we are going to sell at clearance prices. Watch for flyers announcing our specials.

#### **Recycle Inkjet Cartridges**

You may recycle your inkjet cartridges by putting them in a large envelope and sending it to Central Stores at MS9116.



*"Courage is rightly esteemed the first of human qualities . . . because it is the quality which guarantees all others."*

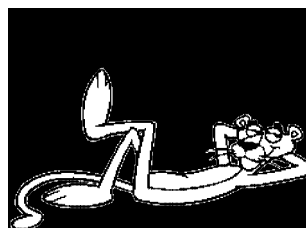
— Winston Churchill



Mark your calendar! On Friday, October 26<sup>th</sup> we will have an **Open House** from **Noon to 3 PM** hosted by all the 32<sup>nd</sup> Street departments. We're talking HR, Payroll, Campus Compact and EESP (at 405 32<sup>nd</sup> St) as well as ADMCS, Purchasing, Telecommunications, Technical Services, A/P and Accounting Services (at 333 32<sup>nd</sup> St). If you haven't been to 32<sup>nd</sup> St yet, now is your chance to visit both buildings!

So come one, come all. See you there! If you have any questions, please call Sharon Jeffers at X/3777 or George Edward at X/5890.

### **PLEASE READ THE PINK!**



The start of the school year is always a busy time for everyone, including the Purchasing Department. They want to help you make sure that all the right equipment and supplies are on hand for you.

Why not take a few minutes to look at the PINK COPY on the back of the Purchase Form? (Be sure you are looking at the latest version of the form dated March 2001 on the lower right hand corner.) This pink paper has useful guidelines for purchases. It explains when check requests, departmental orders and official POs must be used. Also please note that any purchases in excess of \$3,000 must be competitively bid, which can require two to three weeks depending upon complexity. Purchases in excess of \$41,000 must be solicited by sealed bid and advertisement, a process for which the requestor should allow at least sixty days for Purchasing to place the order in accordance with state law.

On major purchases, it is always helpful to contact Purchasing before you begin determining the sources for your requirements. Purchasing will help you to identify sources, aid in the development of a bid specification, and also make sure that issues like transportation, insurance, warranty and training, where applicable, are addressed. Keeping this guidance in mind should help keep you "in the pink" where purchases are concerned. If you have any questions, please call Hal Verrell X/3127. Thank you!

Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X/5890, Fax X/7724, **George.Edward@wwu.edu** or MS 1420.